Specific Training

Section I: Functional Category Recommendations on CPT & 1LTP OER

Functional Category Recommendations on OER

- References:
  - AR 623-3 (evaluation policy)
  - DA Pam 623-3, para 2-8 (Table 2-5.Vd) and para 2-10 (Table 2-7.VIId)
  - MILPER Msg: 06-251 (supersedes DA PAM by providing new guidance and descriptions of recommendation choices)

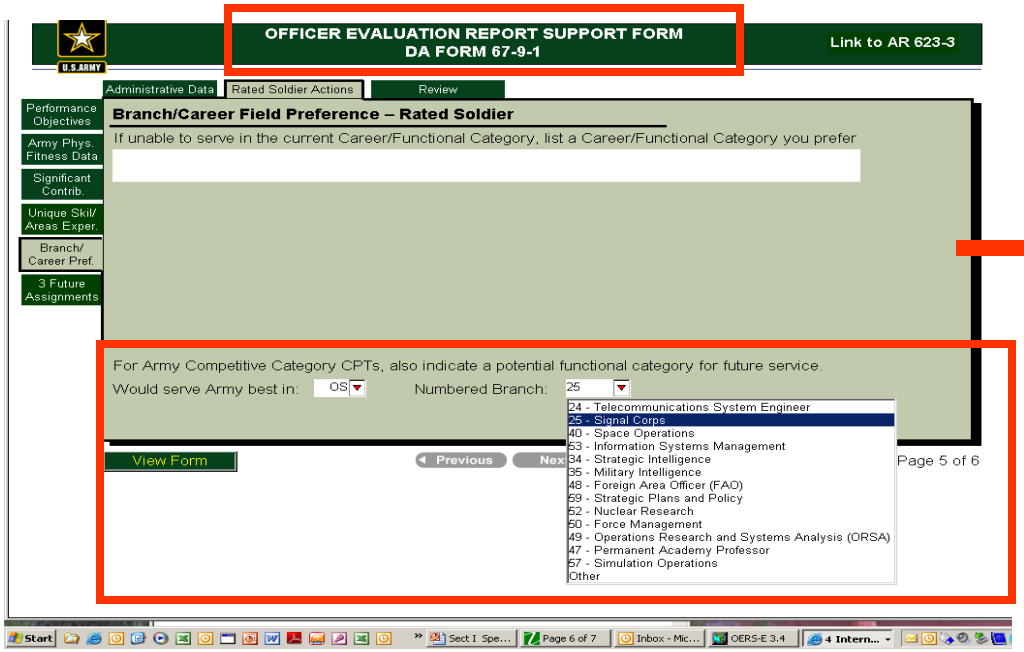
- Requirements:
  - Both rater and senior rater must recommend a functional category and associated branch or functional area in the OER appropriate section for CPT or 1LTP (promotable & serving in CPT position).
  - Rater must recommend a functional category and associated branch or functional area on Developmental Support Forms.
  - Career field designations will no longer be used.
  - Comments in Part Vd and VIId will state: “Would best serve in functional category XX/XX (followed by branch or functional area two digit designation).”

Functional Categories

MANEUVER, FIRES & EFFECTS (MFE):	OPERATIONS SUPPORT (OS):	FORCE SUSTAINMENT (FS):
INFANTRY (11)	MILITARY INTELLIGENCE (35)	TRANSPORTATION (88)
AVIATION (15)	SIGNAL (25)	ORDNANCE (91)
ARMOR (19)	TELECOMMUNICATIONS SYSTEM ENGINEER (24)	QUARTERMASTER (92)
FIELD ARTILLERY (13)	SPACE OPERATIONS (40)	MULTIFUNCTIONAL LOGISTICS (90)
AIR DEFENSE ARTILLERY (14)	INFORMATION SYSTEMS MANAGEMENT (53)	ADJUTANT GENERAL (42)
ENGINEER (21)	INTELLIGENCE, STRATEGIC INTELLIGENCE (34)	HUMAN RESOURCES (43)
MILITARY POLICE (31)	FOREIGN AREA OFFICER (48)	FINANCE (44)
CHEMICAL (74)	STRATEGIC PLANS & POLICY (59)	COMPTROLLER (45)
SPECIAL FORCES (18)	NUCLEAR & COUNTERPROLIFERATION (52)	ACQUISITION (51)
PSYCHOLOGICAL OPERATIONS (37)	FORCE MANAGEMENT (50)	
CIVIL AFFAIRS (38)	OPERATIONS RESEARCH & SYSTEMS ANALYSIS (49)	
INFORMATION OPERATIONS (30)	SIMULATIONS OPERATIONS (57)	
PUBLIC AFFAIRS (46)	PERMANENT ACADEMY PROFESSOR (47)	

Entering Information on the OER - Rater

- When a rater creates an OER from the rated officer's support form (a My Forms function) a rated officer's desired recommendations in this area transfer over to the OER into the rater's section. The rater need only review and either approve or change them.

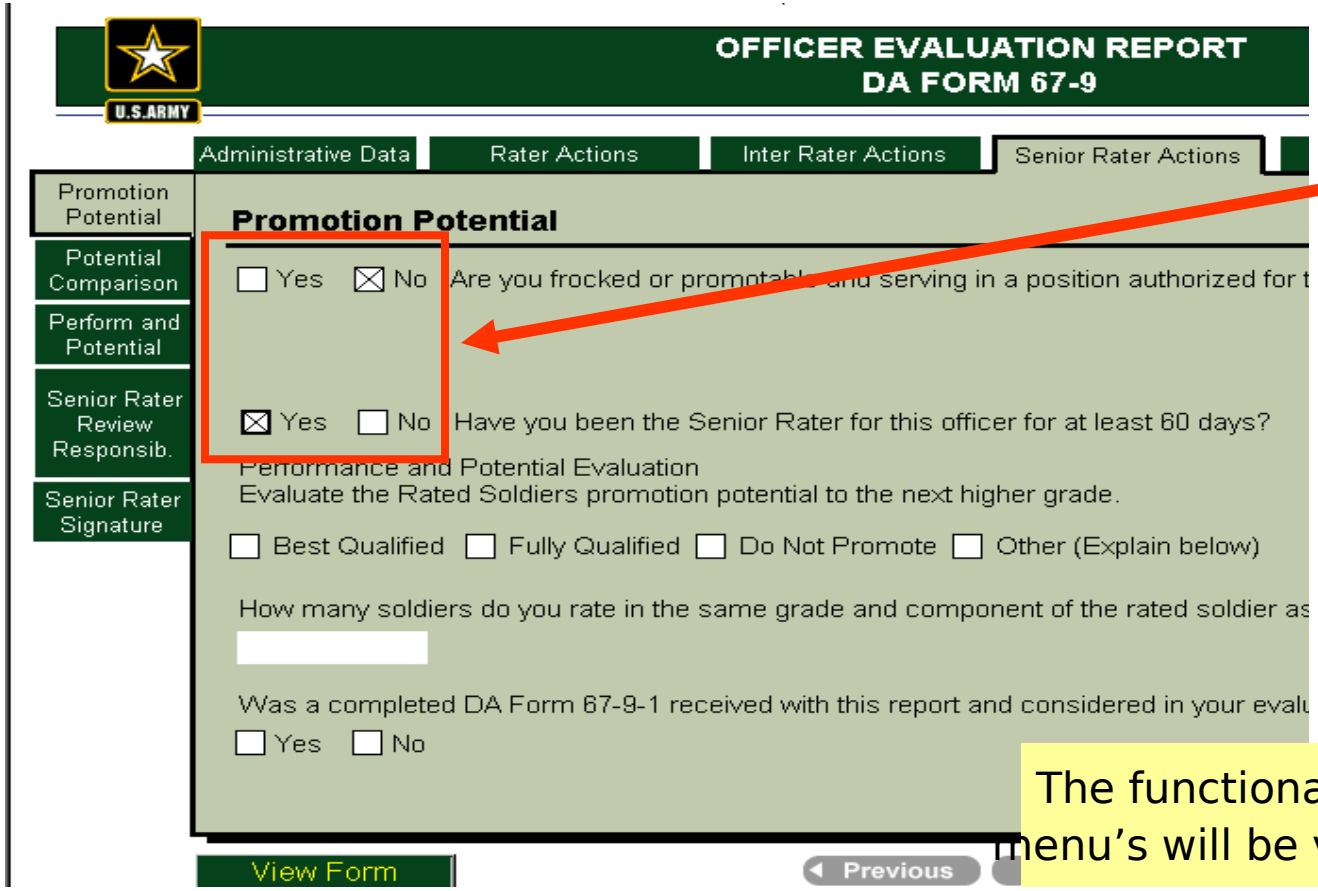

OFFICER EVALUATION REPORT SUPPORT FORM
DA FORM 67-9-1
Link to AR 623-3
U.S.ARMY
Administrative Data
Rated Soldier Actions
Review
Performance Objectives
Army Phys. Fitness Data
Significant Contrib.
Unique Skil/ Areas Exper.
Branch/ Career Pref.
3 Future Assignments
Branch/Career Field Preference – Rated Soldier
If unable to serve in the current Career/Functional Category, list a Career/Functional Category you prefer
For Army Competitive Category CPTs, also indicate a potential functional category for future service.
Would serve Army best in:
OS
Numbered Branch:
25
24 - Telecommunications System Engineer
25 - Signal Corps
40 - Space Operations
53 - Information Systems Management
34 - Strategic Intelligence
35 - Military Intelligence
48 - Foreign Area Officer (FAO)
59 - Strategic Plans and Policy
52 - Nuclear Research
50 - Force Management
49 - Operations Research and Systems Analysis (ORSA)
47 - Permanent Academy Professor
57 - Simulation Operations
Other
View Form
Previous
Page 5 of 6

Transfer information from support form to final OER.

- As a side note: All admin data, rating officials, duty title, job description, and visible significant accomplishments transfer over during this process. Also, the rated officer may suggest unique skills and 3 future assignments to the rater and senior rater on the support form which transfer to their appropriate sections on the OER.

Entering Information – Senior Rater (#1)

- To have the functional category pull down menus appear in the senior rater section of the form, the senior rater must answer at least the first two questions under the senior rater promotion potential tab.

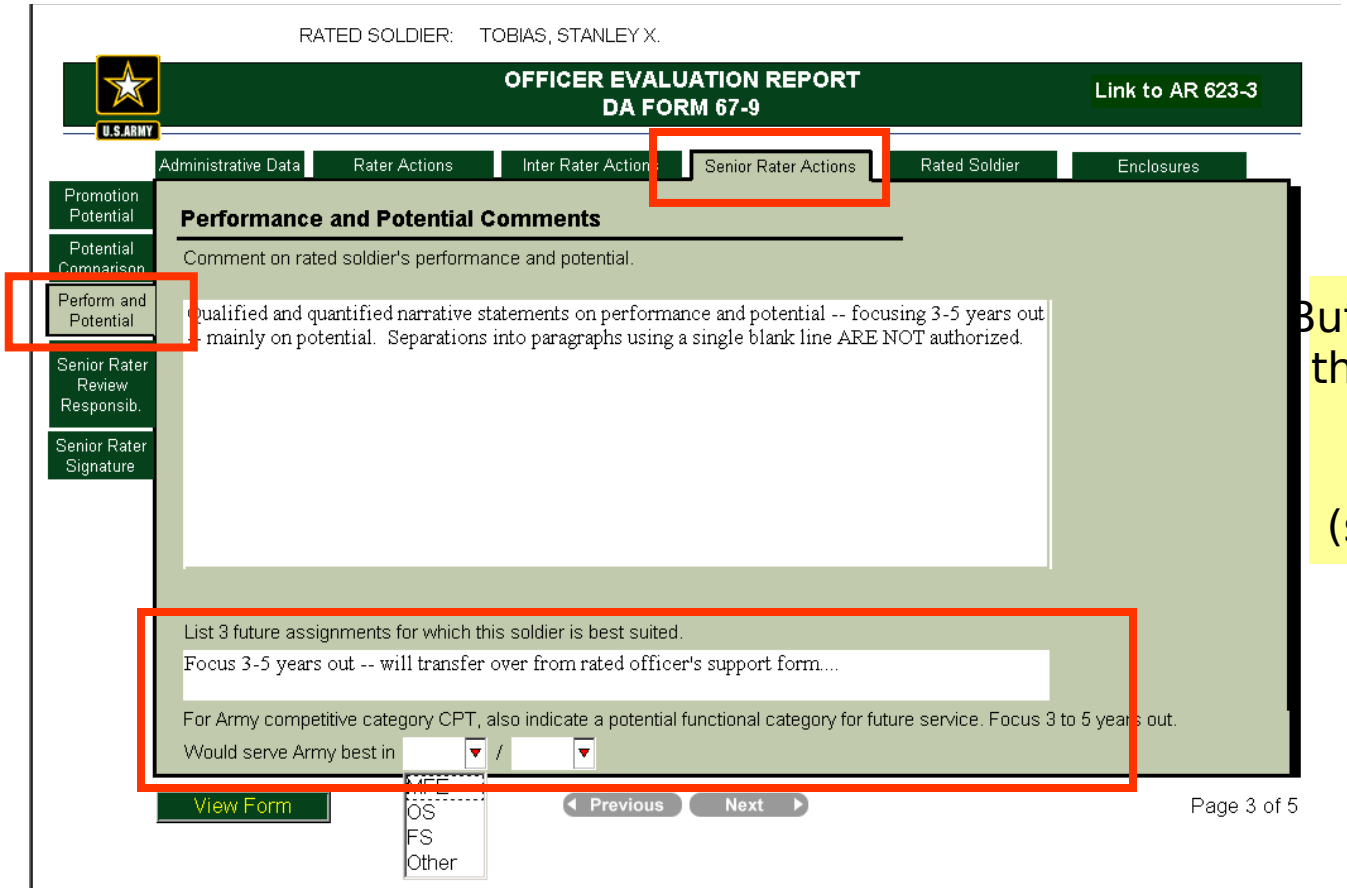

OFFICER EVALUATION REPORT
DA FORM 67-9
U.S.ARMY
Administrative Data
Rater Actions
Inter Rater Actions
Senior Rater Actions
Promotion Potential
Potential Comparison
Perform and Potential
Senior Rater Review Responsib.
Senior Rater Signature
Promotion Potential
Yes
No
Are you frocked or promotable and serving in a position authorized for t
Yes
No
Have you been the Senior Rater for this officer for at least 60 days?
Performance and Potential Evaluation
Evaluate the Rated Soldiers promotion potential to the next higher grade.
Best Qualified
Fully Qualified
Do Not Promote
Other (Explain below)
How many soldiers do you rate in the same grade and component of the rated soldier as
Was a completed DA Form 67-9-1 received with this report and considered in your evalu
Yes
No
View Form
Previous

Answers to the 1st question makes the 2d appear. The 2d question establishes a senior rater's qualifications to evaluate.

The functional category pull down menu's will be visible (see next slide.)

Entering Information – Senior Rater (#2)

- A senior rater will find their functional category recommendation options under the senior rater (top) and performance and potential (left side) tabs.

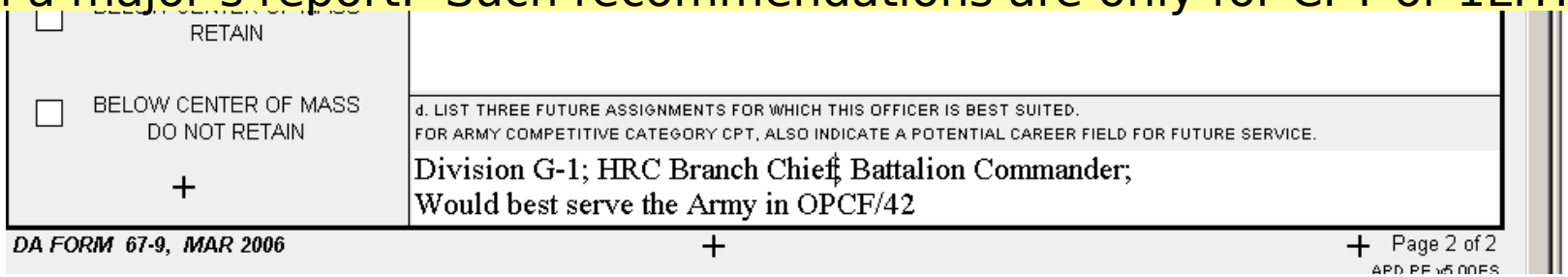

RATED SOLDIER: TOBIAS, STANLEY X.
OFFICER EVALUATION REPORT
DA FORM 67-9
Link to AR 623-3
U.S.ARMY
Administrative Data
Rater Actions
Inter Rater Actions
Senior Rater Actions
Rated Soldier
Enclosures
Promotion Potential
Potential Comparison
Perform and Potential
Senior Rater Review Responsib.
Senior Rater Signature
Performance and Potential Comments
Comment on rated soldier's performance and potential.
Qualified and quantified narrative statements on performance and potential -- focusing 3-5 years out -- mainly on potential. Separations into paragraphs using a single blank line ARE NOT authorized.
List 3 future assignments for which this soldier is best suited.
Focus 3-5 years out -- will transfer over from rated officer's support form....
For Army competitive category CPT, also indicate a potential functional category for future service. Focus 3 to 5 years out.
Would serve Army best in
/
OS
FS
Other
View Form
Previous
Next
Page 3 of 5

But only after answering the first two questions of the senior rater section (see previous slide).

Common Concerns or Errors (1)

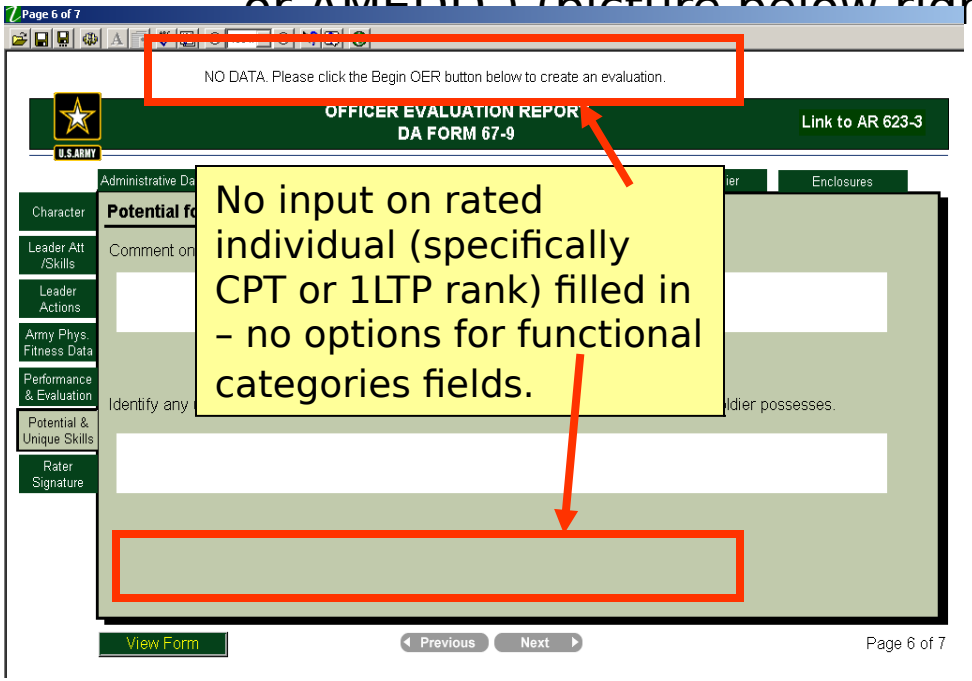
- Rating officials use old career fields, are not aware of new guidance, and add recommendations to OERs written on MAJ and LTC.
  - See MILPER Msg 06-251 and previous slide. We must return or correct OER if they use old career field recommendations.
  - AR 623-3, dtd May 06, changed policy in that this recommendation is to be made only on CPT OER (vice old policy on CPT through LTC OER). We must return or correct OER with a career field/functional category recommendation if the rated officer rank is not CPT (or 1LTP).

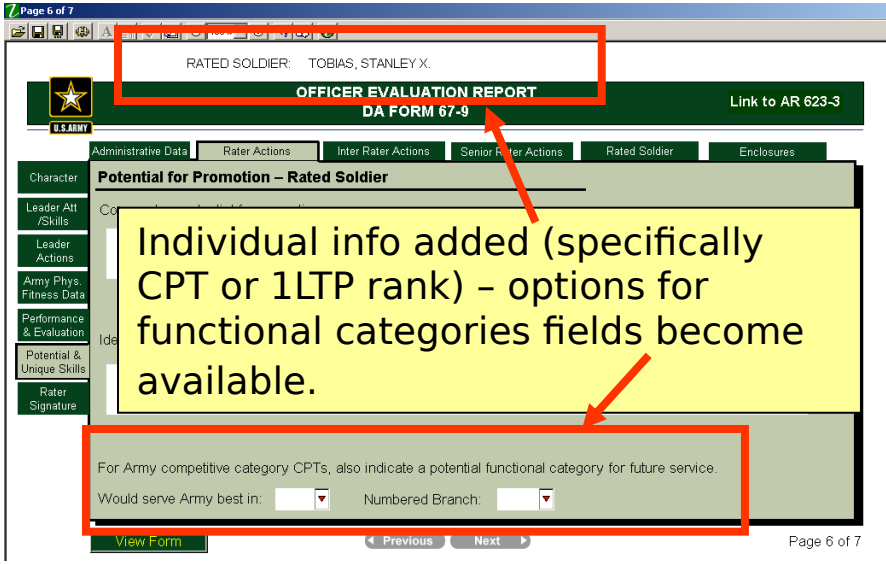
Seen below is a major's OER reflecting two common errors (of which you can figure out 1):
- Senior rater used old (superseded) career field categories; needs to use new functional categories.
- Senior rater made a career field/functional category recommendation on a major's report. Such recommendations are only for CPT or 1LTP.


RETAIN
BELOW CENTER OF MASS
DO NOT RETAIN
d. LIST THREE FUTURE ASSIGNMENTS FOR WHICH THIS OFFICER IS BEST SUITED.
FOR ARMY COMPETITIVE CATEGORY CPT, ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE.
Division G-1; HRC Branch Chief; Battalion Commander;
Would best serve the Army in OPCF/42
DA FORM 67-9, MAR 2006
Page 2 of 2

Common Concerns or Errors (2)

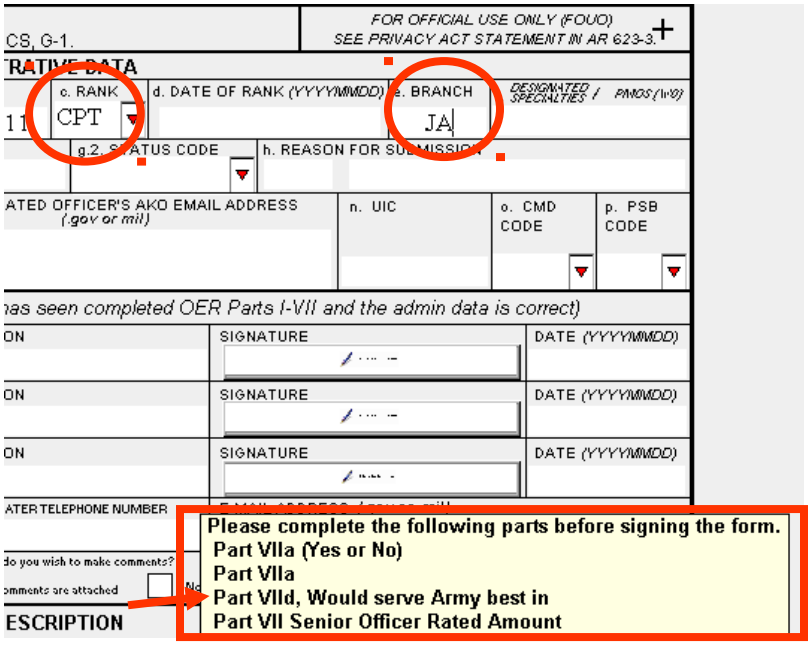
- Pull down menus are not available in Puredge forms (picture below left).
  - Recommendation options become available when there is a CPT or 1LTP rank entered on the OER and the officer is in a branch receiving this recommendation (i.e., not JAG, Chaplain or AMEDD.) (picture below right)





Common Concerns or Errors (3)

- The pull down menu is present for CPT & 1LTP OER for officers who do not get this recommendation (i.e., JAG, Chaplain, and AMEDD)



- Older OER version forms (V1-V5) did not narrow the functional category option to officers in Army Competitive Categories. V6 & V7 and forms after should.

- Problems come at signature time when forms require rating officials to complete sections Vd and VIId before signature (see picture left) on officers who don't get a recommendation.

- Place a period (".") in recommendation option (however you can get it in there) and the form will allow the rating official to sign and submit without disfiguring the OER.